



## **VT-HEC is Hiring a Director of Licensing Programs!**

[VT-HEC](#) is a successful non-profit that has been providing professional development to educators and others who work to benefit children and youth for over 20 years. We offer graduate course sequences that lead to licensing endorsements in special education, early childhood education, early childhood special education, health education, and work-based learning. We also offer individual courses, workshops, and webinars on a wide variety of topics that meet the current needs of the field. VT-HEC is based in Montpelier and serves the state by providing in-person events in locations throughout Vermont, as well as many hybrid/virtual offerings.

The VT-HEC is looking for an exceptional educator and manager to fill the position of Director of Licensing Programs and join our collaborative and value-driven team. The ideal candidate has a passion and motivation for providing adults with high-quality learning opportunities to help ensure the success of all students. The ideal candidate holds a graduate degree in one of the licensing content areas or related field(s) and has experience working with higher education and statewide organizations. In addition, the candidate has:

- experience working with professionals who have a variety of expertise and roles.
- proven ability working with a variety of organizations, including schools, state agencies, higher education, nonprofits, and other professional organizations.
- excellent social and supervisory skills.
- the ability to facilitate the work of collaborative groups and individuals.
- excellent verbal and written communication skills, and the ability to apply them both in-person and virtually.
- excellent organizational skills.

The VT-HEC work environment is flexible in regard to schedule and location. During the COVID-19 pandemic, all VT-HEC offerings have been online; however, we expect to return to live events when feasible. We have office space in Montpelier where meetings are held as conditions allow.

The Special Education and Early Childhood/Early Childhood Special Ed programs have recently been approved by the VT Standards Board under Vermont's Results Oriented Program

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Approval (ROPA) system. In addition, these three programs are seeking ROPA approval for initial licensure and are preparing for a ROPA review in December.

The Director of Licensing Programs reports to the VT-HEC Executive Director and works with the operations staff and program coordinators for each licensing program. They are responsible for the development, delivery, and coordination of licensing programs to ensure all state and higher education requirements are met.

Time and Compensation:

- Flexible time commitment from .6 to full-time
- Compensation commensurate with FTE and experience
- Benefits provided include:
  - Support for health/dental insurance
  - Retirement benefits after a year of successful employment
  - Paid time off and holidays
- Financial support for home office wi-fi and phone

VT-HEC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

Please submit a cover letter, three references & resume to [info@vthec.org](mailto:info@vthec.org) with subject line: "Director of Licensing Programs" by September 10, 2021.